



Davis
COUNTY

Community and Economic Development

Davis County Courthouse - P.O. Box 618 - Farmington Utah 84025
Telephone (801) 451-3256 Fax (801) 451-3281

Davis CARES Business Grant Program – Frequently Asked Questions (FAQ)

Updated: June 29, 2020

What is the Davis CARES Business Grant Program?

The Davis CARES Business Grant Program (the “Program”) is a unified relief program between Davis County and its partnering cities. It is designed to offer support to Davis County small businesses and non-profits that have a total of 49 employees or fewer, by providing up to a \$30,000 grant to support continuity of business operations. The program serves small businesses that have been significantly impacted by COVID-19. For more information on the Program, visit the County’s Community and Economic Development website [here](https://bit.ly/3fTLt4m) (https://bit.ly/3fTLt4m)

How is the Davis CARES Grant amount determined?

Grant amounts are determined by the number of W-2 employees and are awarded on a prioritization basis based upon eligibility.

- \$5,000 for self-employed/sole proprietor
- \$15,000 for businesses with 1-9 employees
- \$30,000 for businesses with 10-49 employees
- Over 49 employees does not qualify

What are the eligibility requirements of the Program?

The County and participating cities want to ensure that as many businesses as possible that have been significantly impacted by the COVID-19 pandemic are qualified to apply for the Program. To accomplish this, the County has established the following eligibility requirements:

1. For-profit or non-profit businesses with less than 50 employees, as of March 1, 2020.
2. Business must be located within the boundaries of Davis County.
3. Business experienced a significant impact from the COVID-19 Pandemic.
4. Business must be open, or plan to reopen as of the date of application submission.
5. Business must be current on property taxes and have no legal actions against or from the County.



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6. Owner must be 18 years or older and have a valid employee identification number (EIN) or if sole proprietor, social security number.
7. Only one grant award per EIN or Social Security Number will be considered
8. Businesses must have made \$10,000 in 2019 revenue/income.
9. Must have ability to document and report on funds, if received.
10. Business has completed the Stay Safe to Stay Open Pledge [here](https://bit.ly/2CDTiWA) (https://bit.ly/2CDTiWA)

What documents are required for applicants?

Our intent is to minimize the application and processing time. Your ability to provide complete and accurate information will help expedite your application. With that in mind, we have developed a brief application and minimum required documents.

- Business Federal Tax Returns:
 - 2019 Business Federal Tax Returns or for self-employed/sole proprietor 2019 1040 with Schedule C **OR** if 2019 tax return is not yet filed, 2018 Business Federal Tax Returns or for self-employed/sole proprietor 2018 1040 with Schedule C.
- March 1 – June 30, 2019 Profit and Loss (P&L) Statement;
- January 1 – February 29, 2020 P&L Statement;
- March 1 – June 30, 2020 P&L Statement;
- Pre-COVID employee count with detailed payrolls for one pay period cycle from February 1, 2020 through March 15, 2020. Please remove any information that would identify individual employees (SSN#, name, etc.);
- W-9 Form; and
- Copy of Driver's Licenses of all owners.

What if I don't have P&L statements?

If you do not have the required P&L statements on hand, please use this template [here](#) to create the P&L statements for your business. Applications without the required P&L statements will not be considered.

Where do I apply?

Apply online via the County's ZoomGrants portal [here](https://bit.ly/3eCFrF2). (https://bit.ly/3eCFrF2)

Is there a telephone number to call for assistance or an email address?

Yes, a number is available to assist with questions regarding the Program. Someone will be available to answer questions 8 a.m. to 5 p.m., Monday through Friday. The telephone number is **(801) 451-3256**. If there is no answer, please leave a name and number and we will get back with you.



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If you would like to email your questions please use the email address daviscares@daviscountyutah.gov

The County will also be hosting webinars before and during the application submission period to help answer questions and offer needed guidance.

What is the timeline to apply?

The first round of the Program will be open for applications July 6-July 10, 2020. However, businesses may submit applications after July 10, 2020, in the event the County receives additional funding. Funds will be disbursed until the funds are exhausted.

What is the definition of “employee” for the Program?

An employee is defined as an individual who receives a paid wage or salary which employment taxes (e.g. FICA, FUTA-Federal Unemployment Tax Act) and income taxes are withdrawn and remitted to the IRS, as evidenced by business tax returns filed. For purposes of eligibility, independent contractors (also known as 1099 employees) may not be counted as employees for eligibility. A company that solely employs independent contractors qualifies as a self-employed/sole proprietor applicant for this program.

How do I show how many employees are in my business?

Each applicant is required to submit a pre-COVID employee count with detailed payrolls for one pay period cycle that falls within the time frame of February 1, 2020 through March 15, 2020.

How soon will I receive the Davis CARES Program Grant check?

On average it takes approximately 30 to 45 days to receive the grant check by mail if the application is submitted with all required documents. However, it could take longer due to the volume of applications.

The application is typically reviewed within 10 to 15 days. Once approved, it will be submitted for payment and disbursement. If the application is incomplete, the applicant will be contacted for additional information. Usually, checks will be received within 20 to 30 days after approval. A completed application with all of the required documents is the best way to ensure the timeliest turnaround.

Do I need to pay the money back?

No. This is a grant program not a loan, therefore the funds do not need to be paid back. However, businesses may not receive federally-subsidized disaster assistance that duplicates any part of their disaster loss covered by insurance or another source, such as the Small Business Administration (SBA) or



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the Federal Emergency Management Agency (FEMA). Applicants for the Davis CARES Grant must disclose any funds applied for or received from these sources or other federal and state assistance programs. It is the County's sole discretion to determine if funds received from any of these sources constitutes a duplication of benefits. If a duplication of benefits determination is made after the County funds have been disbursed, the amount of funds that were determined to be duplicative must be repaid to the County.

I'm applying for the Davis Cares Business Grant. If I have also applied for and received other CARES funding (PPP, EIDL, and other Federal and State stimulus programs) am I still eligible for this grant?

Yes, you are eligible to apply for this grant if you have received other CARES funding (e.g. Paycheck Protection Program – PPP, Economic Injury Disaster Loan – EIDL, Utah COVID-19 Commercial Rental Assistance Program, etc.). However, priority will be given to businesses that applied for, but did not receive other CARES Act funding. If a business did receive other CARES funding, the business must attest any uses paid for by other CARES programs **cannot** be paid for with the Davis CARES Grant. If a duplication of benefits determination is made, the amount of funds that were determined to be duplicative must be repaid to the County.

Is there a list of what expenses are allowed under the business grant funds?

Grant money may be used to pay for expenses related to COVID-19 or reimburse businesses for COVID-19 expenses. As outlined above, any uses paid for by other federal assistance CARES programs **cannot** be paid for with these Grant Funds. If a duplication of benefits determination is made, the amount of funds that were determined to be duplicative must be repaid to the County.

Is the online application available in other languages?

Translation is available through Google Translate by copying the application link into Google Translate.

Will there be a paper application or will paper submittals be allowed?

No, we are currently only accepting applications online for this grant.



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I am a sole proprietor business and the only person working in my business. Do I qualify for this grant?

Yes. Sole proprietor businesses with a valid social security number that meets the eligibility requirements are allowed to apply for a \$5,000 grant.

My small business operates a franchise, do I qualify for the grant program?

A small business operating as a franchise qualifies as long as all other criteria are met.

I own several small businesses, are all my businesses eligible for the grant program?

Only one grant award per EIN or social security number (sole proprietor) will be considered.

How do I indicate that my business was negatively impacted by the COVID-19 emergency?

You are required to provide a brief narrative of the adverse economic impact of COVID-19 on the operations of your business. Additionally, there are questions that list various impacts of COVID-19, businesses can check all of the impacts that apply to their business.

I currently have a pending legal matter with Davis County. Do I qualify for the program?

Businesses with legal actions against or from the County are not eligible for the grant program.

What type of payroll information is required for companies that have a total of 1 to 49 employees?

Each applicant with 1 to 49 employees is required to submit a pre-COVID employee count with detailed payrolls for one pay period cycle that falls within the time frame February 1, 2020 through March 15, 2020.

What is the website for the IRS Form W-9?

You may download a blank IRS form W-9 from this website [here](https://bit.ly/2BGZHa0) (https://bit.ly/2BGZHa0).

Make sure to sign and complete before uploading or sending the completed form.



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What information do I have to fill out on the IRS Form W-9?

All businesses are required to fill out items 1, 3, 4, 5, and 6. Item 2 is required only when applicable and item 7 is not required.

I'm a foreign national owner of a business in Davis County. Am I eligible?

Yes, as long as the business is located in Davis County, Utah and the other eligibility criteria are met. As a foreign national with a business in Davis County, you will need to file a W-8 instead of a W-9. Click [here](https://bit.ly/3eFx9fl) (<https://bit.ly/3eFx9fl>) for the form to complete and sign.

What happens when all the Program funding is awarded?

The County designed the program to give temporary relief to small businesses significantly impacted by Covid-19. If additional funding becomes available, the County Commission has the option to allocate additional funds to the Program.

What other resources are available to my business?

Economic Development Organizations throughout the county are working with state and federal partners to monitor the changing legislation and business resources. The Davis County Economic Development team has compiled a list of different resources that are available [here](https://bit.ly/31nkfyW) (<https://bit.ly/31nkfyW>).

What else is Davis County and its resource partners doing to support small businesses during the pandemic?

To continue supporting local businesses in Davis County during the COVID-19 emergency, the local chambers of commerce and other business resource partners have established initiatives to encourage residents to support local businesses while practicing social distancing to minimize the spread of Coronavirus. Additionally, businesses that apply for this grant program are eligible to receive technical assistance for business planning, finance, marketing, and emergency planning through the Small Business Development Centers (SBDC).